

CONFIDENTIAL**ORGANIZATION****f. OFFICE OF PERSONNEL**

- (1) **MISSION.** The Director of Personnel is responsible for developing and recommending Agency policies, standards, and procedures for personnel and position management; for guiding and evaluating personnel management action by the Career Services and operating components; for authenticating, recording, and reporting Agency position requirements and personnel transactions; for operating an Agency recruitment program nationwide; and for operating central benefits and services programs of common concern.
- (2) **FUNCTIONS.** The Director of Personnel will:
- (a) Develop and recommend policies, standards and procedures for personnel management in the Agency; conduct research and make statistical and analytical studies pertinent to Agency personnel management.
 - (b) Operate a system of nationwide recruitment to include the initial evaluation and ultimate appointment of new personnel.
 - (c) Make all initial assignments of personnel, operate a system for holding new personnel for eventual assignment, and make such reassignments as require central coordination and control.
 - (d) Prepare individual contracts when personal services are obtained through contractual relationships, and execute contractual agreements for the covert support of operations.
 - (e) Authenticate official position and personnel action documents and maintain official current and historical personnel records and a reporting system to serve Agency managers.
 - (f) Advise and assist Heads of Career Services and Operating Officials on matters of personnel management.
 - (g) Administer the Agency position management, classification and compensation program, including the conduct of periodic surveys to ensure the currency of individual position evaluations and the position structure as a whole.
 - (h) Consolidate and analyze the Annual Personnel Plan and Personnel Development Program reports of the Career Services for presentation to the Director.
 - (i) Administer the CIA Retirement and Disability System and the internal applications of the CSC Retirement System and provide secretariat services and administrative support to the Retirement Board.
 - (j) Provide a program to assist prospective retirees in preparing for and obtaining post-retirement employment and to furnish prospective resignees with possible sources of new employment.
 - (k) Review and make recommendations when involuntary separations are contemplated, and process all separation actions.
 - (l) Not Used.
 - (m) Administer the Agency Suggestion and Achievement Awards Program and provide secretariat services and administrative support to the Honor and Merit Awards Board.
 - (n) Establish special monetary allowances and differentials for overseas personnel as required.
 - (o) Administer the Agency overseas medical benefits program and exercise the authorities provided the Agency by the Missing Persons Act, as amended.

→ Revised: 28 March 1977 (1002)

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PERSONNEL

SECTION I: GENERAL

1. PERSONNEL ADMINISTRATION

a. **GENERAL.** It is Agency policy to have a personnel management system that is responsive to the changing needs of the Agency and the intelligence profession. Within the personnel management system, the following principles will be applied:

- (1) Adherence to Federal personnel policies and statutory requirements applicable to Agency activities.
- (2) Equitable treatment of Agency personnel.
- (3) Open and full communications in the conduct of the Agency's personnel business.
- (4) Effective and economical use of manpower resources, through systematic personnel planning, goal setting, and integration of personnel, position, and financial management.
- (5) Maximum personnel usage and development consistent with Agency requirements.
- (6) Advancement of the most talented employees.
- (7) Separation of those who are either inadequate in performance or, as circumstances require, are in excess to the needs of the Agency.

The personnel system will be designed and administered in a way that will provide flexibility in meeting component needs while ensuring full consideration of the Agency's mission and objectives.

b. **PERSONNEL RESPONSIBILITIES.** Personnel management is an integral part of overall management and a primary responsibility of all individuals who plan, direct, or supervise the work of Agency employees. The Director of Central Intelligence has the ultimate responsibility for personnel management within the Agency. Much of the authority given to the Director regarding personnel matters has been delegated to the extent compatible with the provisions of law and in accordance with the regulations as follows:

- (1) The CIA Executive Advisory Group will review the operation of the personnel system in the directorates and consider proposals concerning new objectives, programs, and recommendations for action to the Director.
- (2) The Director of Personnel is responsible for the formulation of Agency personnel management goals, policies, and programs. This official provides leadership for improving the effectiveness and flexibility of personnel management and assuring its consistency among the various Career Services of the Agency while at the same time giving due regard to their differing needs.
- (3) The Director's designated representative and each of the Deputy Directors are Heads of their respective Career Services and are responsible for the application and functioning of the Agency's personnel program as it applies to employees under their career jurisdiction. They will exercise the following specific career service responsibilities:
 - (a) Develop and disseminate uniform promotion criteria.
 - (b) Establish an appropriate Career Service panel structure and procedure to conduct, at least annually, the evaluation and ranking of professional personnel.
 - (c) Provide the evaluation panels with uniform ranking criteria that will identify employees with the highest and least potential and those in between. Normally, those having the lowest rankings will have this fact made known to them.
 - (d) Review periodically the evaluation activities and results.

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